

**KANAWHA COUNTY PARKS & RECREATION COMMISSION
COMMISSION MEETING
November 17 2021
MINUTES**

CALL TO ORDER

The regular meeting of the Kanawha County Parks and Recreation Commission was held on Wednesday, November 17, 2021 at Coonskin Park in the Oak Room. This is the monthly meeting of the Kanawha County Parks and Recreation Commission and President Tackett called the meeting to order at 2:00 p.m.

ROLL CALL

PRESENT:

Allen Tackett, Andrew Jordon, Dave Pope, Janet Drumheller, John Robertson, Stuart Smith, Pat Donahoe, Chris Hamilton,

ABSENT: Doug Tench, John Huddleston, Karen Haddad,

OTHERS

Commissioner Wheeler, Leslie Koepsel

Jeff Hutchinson, Director

Brad Maschari, Chief Amburgey, Sarah Menefee

Jordan Herrick

Lori (Charleston Gazette Mail)

APPROVAL OF MINUTES

Commissioner Robertson made a motion to approve minutes from October and Commissioner Jordon seconded the motion. All were in favor.

PERSONNEL COMMITTEE

Commissioner Drumheller reported that it's been a good month. We are still short on employee's and we haven't hired or fired anybody.

LONG RANGE PLANNING

Commissioner Smith reported that the lights are finally here and Caver has displays they are working on and are going to put those lights on the fixtures. The Friday after Thanksgiving the Holiday Light Display will begin at 5:30 p.m. and run until 9 p.m. every day. There will be a Tree Lighting on December 1st and we hope everyone can make it. Commissioner Smith reported that ZMM had a meeting last week with Commissioner's Haddad and Robertson and they are still deciding what needs to be done. She said there are some ADA things that are mandatory to do and hope to have a report by next month.

FINANCIAL REPORT

Sarah reported that the audit is almost done and they are needing more information and a part of the written MDA, so we went ahead and filed for an extension, with next week

being a holiday. She said it may be done by next meeting for review but we don't want to rush it with people out.

July-October all facilities had a total income of \$832,962 with a gross profit of \$809,993. The total expenses were \$728,964 with a net income of \$81,029. That is a \$76,000 increase in income from previous year. Add in the bottom line from the ARP loss of funds and the net income comes to \$366,427. Coonskin had a total income of \$75,738 with a gross profit of \$70,982. The total expenses were \$190,517 with a net loss of \$(119,535). Coonskin golf had a total income of \$24,730 with a gross profit of \$22,662. The total expenses were \$95,508 with a net loss of \$(75,845). Big Bend had a total income of \$242,296 with a gross profit of \$224,602. The total expenses were \$152,112 with a net income of \$72,490. Income is up \$26,842 from last year. October alone had a total income of \$189,631 with a gross profit of \$186,302. The total expenses were \$208,241 with a net loss of \$(21,938). Sarah noted that October was a three-payroll month. Coonskin golf had a total income of \$6,151 with a gross profit of \$5,898. The total expenses were \$30,045 with a net loss of \$(24,146). Income is up \$5,887 from last year but we were also closed then. Big Bend had a total income of \$50,620 with a gross profit of \$48,070. The total expenses were \$37,959 with a net income of \$10,111. The big saving there was on chemicals. Sarah added that the guys are waiting on some parts to work on equipment and we are watching what we spend in the winter. Commissioner Smith made a motion to accept the financial statement and Commissioner Donahoe seconded the motion. All were in favor.

GOLF COMMITTEE

Commissioner Pope reported that rounds are up at Coonskin by 448 and Big Bend was up by 58 rounds. He said we had a good October and so far, decent November weather wise, which help the rounds to be up. From July 21st – October 21st Coonskin had a total of 2,345 rounds and Big Bend had 6,273 rounds. Disc golf had 145 rounds.

Commissioner Pope asked about the bidding process for the new course at Coonskin and we will put the bid out for architectural and design services. A lot of these firms do this all together in one package and he suggested that they need to come to the site and do a pre-bid to look over the site. The advertisement needs to be ran in the newspaper for two weeks and it will take approximate three weeks once we advertise the project. We will put a committee together and reserve the right to refuse any and all bids. Commissioner Pope wants to start the process in January and they will begin to remove trees this winter to start to prepare the property. The plan is to start in August and sod the greens and tees and then you got two growing seasons. If all goes smoothly and depending on the weather, we could open sooner. Jeff said that the golf course at Coonskin will not be shut down until grass killer. He added that the greens now are in the best shape he's ever seen them and they are running fast. Jeff said that we will save some greens and use a sod stripper and build a little nursery. That way we can use that sod anywhere we need if we have problems and to rebuild the putting green at the learning center. Commissioner Wheeler said that this project is on the list for approval and that he supports the project. He feels comfortable for the golf course and would like a rounds of golf comparison. Jeff said that we are already doing more rounds of golf right now than we've done in the past.

He added that we've had lots of disasters the last few years that may not give an accurate comparison.

COONSKIN FOUNDATION

Commissioner Robertson reported that the tee box at the learning center is closed for the winter and now it is mats only.

PUBLIC SAFETY

Chief Amburgey reported that we had a break-in at Big Bend in the clubhouse and maintenance areas. He said we got a good suspect and should have an arrest made shortly. He is working with the Sheriff's Department and they noted that they also broke into Bogey's Driving Range. The main suspect is not cooperating, and he worked here when he was a part of the DOC's work crew. Chief Amburgey said we have cameras but the footage was recorded over and Bogey's had footage. Chief ID'd the tattoo and shoe print. He stole a truck and used a trailer from Big Bend and used it to steal tools from Bogey's to cut a hole in the wall at the maintenance at Big Bend. We have since recovered the truck and trailer. Commissioner Wheeler said to do what we need to do to update surveillance. Chief Amburgey reported that his guys will be out during the Holiday Lights and we created a turnaround at the Tennis Center with leaving a lane open on the weekends for the Train Exhibit. Chief Ambury thanked the commission for the Public Safety Grant and he got everything he asked for with the uniforms, vests, and radio work. He reported that his vehicle fleet is in really bad shape and we run hand me downs from the Sheriffs or Assessor's office. He said that we need 4 or 5 more vehicles and our fleet now consists of 2 Expeditions from 2011 with 140,000-200,000 miles. His vehicle is a 2018 Durango with 137,000 miles and we have K9 vehicles that we can't get the dog smell out no matter what we do. Chief said if we got 4 or 5 vehicles then all the officers can have one with one back-up.

DIRECTORS REPORT

Jeff reported that all the Holiday Lights are almost up and this Friday the Children's Therapy Clinic is doing a Light the Way 5K in the park where people run through the lights. He said that the Clubhouse is busy and is booked until Christmas with parties and weddings. He gave an update on the FEMA work and we scored the project. S&S won with the design and they will do the work. Next month, December 15th, we will meet at 1:30 p.m. after our staffs Holiday Luncheon which all commissioners are invited to. The Luncheon will start at noon.

PUBLIC HEARINGS

LEGAL REPORT

PUBLIC COMMENT

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting and Commissioner Jordon seconded the motion. All were in favor.

President Tackett called the meeting adjourned at 2:48 p.m.

The next meeting will be Wednesday, December 15, 2021 at 1:30 p.m.

Respectfully Submitted: Jeffrey K. Hutchinson, Director